



CalJOBS Help Sheet 14

How to Conduct Labor Exchange in the CalJOBS System

Prepared by: Research and Statistics Division

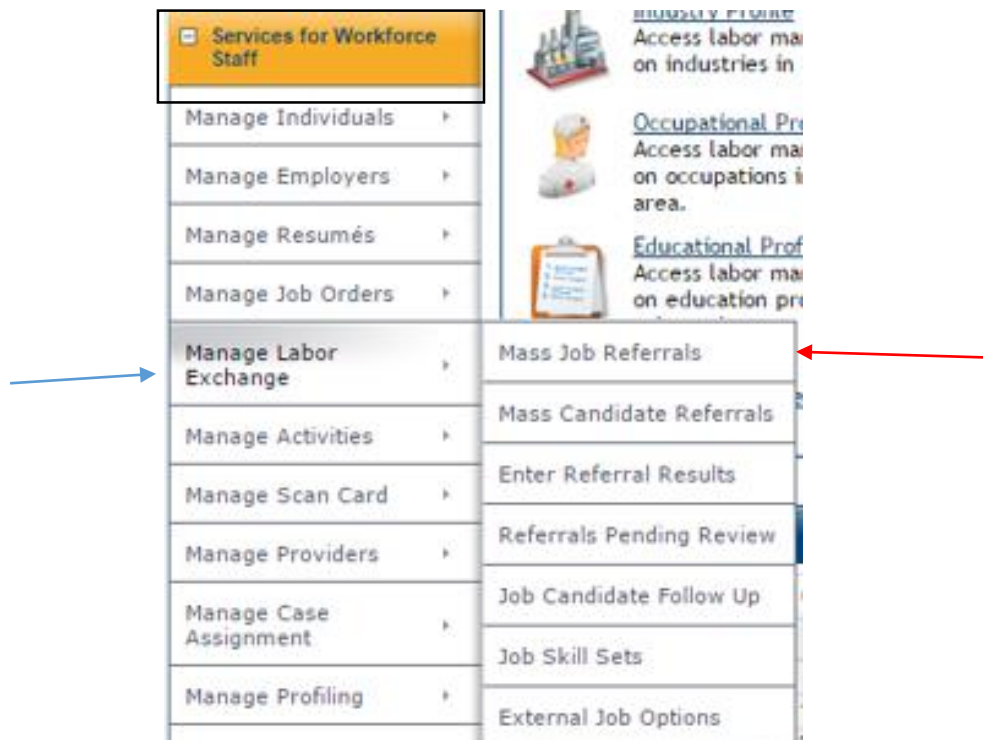
How to Conduct Labor Exchange in CalJOBS

This section describes how to use the Labor Exchange Tools in CalJOBS to activate Mass Job or Candidate Referrals, Enter Referral Results, view Referrals Pending Review, manage Job Candidate Follow Ups, and add Skill Sets.

Mass Job Referrals:

Allows the user to both search for multiple jobs and refer them to participants.

1. On the left navigation panel, go to “Services for Workforce Staff” > “[Manage Labor Exchange](#)” > “[Mass Job Referrals](#)”.



2. On the following screen, choose how you'd like to search for the job using the tabs at the top. If you need to change the Area Selection, click on Los Angeles County, CA:

The screenshot shows a job search interface with seven tabs at the top: [Quick Job Search](#), [Advanced Job Search](#), [Job Search by Employer](#), [Job Search by Education](#), [Job Search by Skills](#), [Job Search by Resume Criteria](#), and [Job Number Search](#). Below the tabs is a horizontal bar with links: [\[Area | Sources | Job Order Number\(s\) | Keyword | Occupation | Employer | Preferred Employer | General Job Order | Preferred Job Order \]](#). A [\[Search \]](#) button is centered below this bar. The 'Area Selection' dropdown menu is open, showing 'Area (click to change):' followed by a link to [Los Angeles County, CA](#). At the bottom of the dropdown are links [\[Top | Search | Bottom \]](#).

3. Whichever method you choose, enter the required information, then click the “[Search](#)” button at the bottom. Below is an example of a Quick Job Search:

The screenshot shows the 'Quick Job Search' form. At the top are the same seven tabs as in the previous screenshot. Below the tabs is a text box with the instruction: 'You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button/link.' A [\[Search \]](#) button is centered below this text. The 'Search Criteria' section is expanded, showing 'Area (click to change):' followed by a link to [Los Angeles County, CA](#). Below this is a text input field for 'Keywords (e.g. Accountant):' containing the text 'Cook and Chef'. To the right of the input field is a link [+ Show Keyword Search Options](#). At the bottom of the 'Search Criteria' section is a link [+ Show Additional Quick Search Options](#). A large blue [Search](#) button is centered at the bottom of the form.

4. A list of your search results will be displayed. You can click on the job title for more information, including job requirements, wage, and description.

Your search found 1 job(s), representing at least 15 position(s), that matched your search criteria.
Change your [search criteria](#).



To refer a job, select the check box for the job(s) and click the Refer link at the bottom of the table.

Results View: **Summary** | [Detailed](#)

To sort on any column, click a column title.

Date Last Modified	Job Title	Employer	Location	Salary	Source	Select
08/17/2016 4:40:00 PM	Cashiers 	BURGER KING	Los Angeles, CA	\$10.00 to \$10.50 per hour	★	<input type="checkbox"/>
						Refer Map


Source: ★ [Preferred Employer], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NLX [National Labor Exchange], NEWS [Newspaper], NONP [Non-profit], PJB [Private Job Board], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Records per page: 100  

[[Change job search criteria](#)]

Save this Job Search

If you would like to save this search criteria that found these results and setup a schedule to be notified when new jobs have been found matching this criteria, click the *Save search* button below.

[[Statewide search](#)]

[[Disclaimer](#)]



- If you like, you can click the “Save search” button to save your search and receive notifications whenever a new job is added that meets the criteria you’ve selected.

Virtual Recruiter Information

* Title of Virtual Recruiter Alert:

* How often to run:

* Notification method: ☒ Message Center ☐ Email

Send Email when no jobs found: ☐

* Expires on:

Last modified on:

Search Criteria Information

Location: Los Angeles County

Source(s): Preferred Employer

Full Time/Part Time:

Job Category:

Save

Cancel

From this screen you will need to select a title for the alert, how often to receive notifications, how you want to be notified and when you want these notifications to stop. Click the “Save” button when finished.

- Click on the Job Title/ Description to see more information about a job.

				Requirements Matched					
Date Last Modified	Job Title / Description Snippet	Employer	Location	General	Specialized	Salary	Source	Key Match	Select
10/07/2016 9:05:00 AM	Cashier	Conca D'Oro Italian Restaurant	Orange, CA	50%	No	\$10.00 to \$12.50 per hour	★	1	<input type="checkbox"/>
Serve food to diners at counter or from a steam table.									

- From this page you can see lots of info like hourly wage, job requirements and a job description.

Job Summary

Job #: 15042465

Cashier
Conca D'Oro Italian Restaurant
Orange, CA - 92867
Posted 10/6/2016 on CalJOBS
Positions available: 1

Occupation: Counter Attendants, Cafeteria, Food Concession, and Coffee Shop

Job Requirements

Job Properties

\$10.00

\$12.50 Hour

Requirements Match

Job Skills Matched	General Requirements Matched	Specialized Requirements Matched
N/A	50%	No

[How I Match Up](#)

Job Description

Serve food to diners at counter or from a steam table.

This area shows what percentage of the job requirement the participant you are assisting meets. More info can be found out by clicking "How I Match Up."

8. This job listing can be shared through the “Share this Job” section. “Staff Links” are also available. You can get more information about the employer by clicking “Assist the Employer.” The job order can be modified by clicking “Modify this Job Order,” allowing you to change information like address, phone number, etc. The job can be sent to a participant by clicking “**Send via a Message**.”

The screenshot shows two main sections. The first section, titled "Share this Job", contains four social media sharing buttons: "myspace", "Share" (Facebook), "Tweet" (Twitter), and "Email". The second section, titled "Staff Links", contains four links: "[Assist this Employer | Modify this Job Order | Send via a Message]" and "[Refer Candidate(s) to this Job]". Below these sections is a button labeled "+ Show Additional Job Information". At the bottom, there is a grey box with the text "To display more information including how to apply for this job, click the button below." and a button labeled "How to apply for this job". Below this button is a red warning message: "WARNING: Always be on the lookout for job scams! [Learn more](#)".

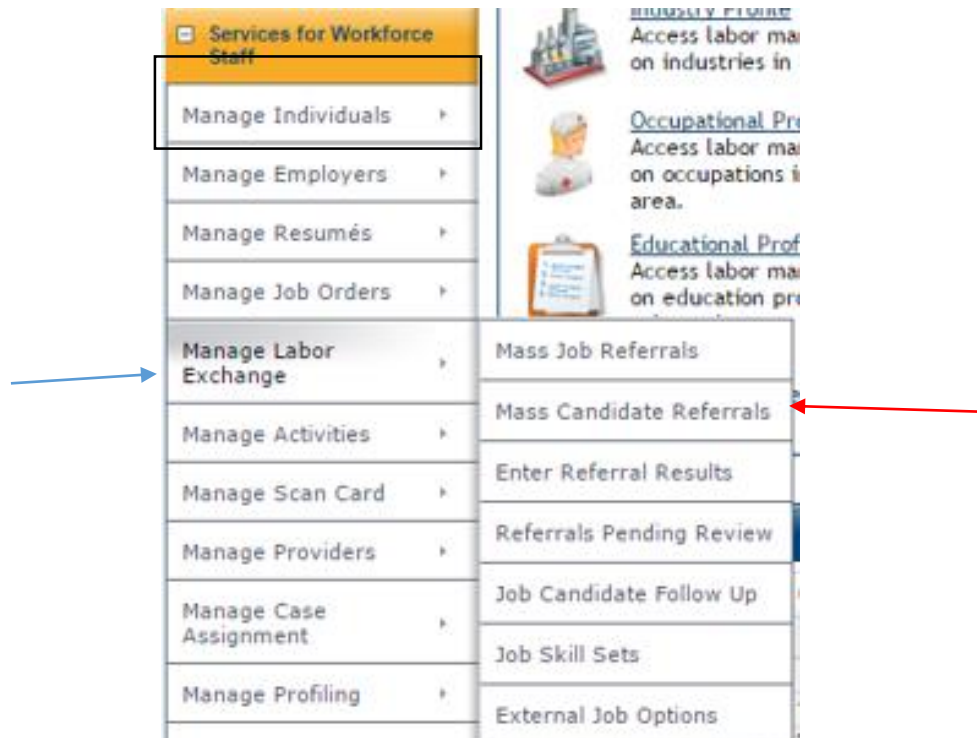
9. From the “Send via a Message” page. You can send the job to an individual, employer, staff, or provider. You can search for the appropriate person by clicking the “**Search**” button. The listing can be sent to multiple recipients.

The screenshot shows a form with three main sections. The first section, titled "Recipient Info", contains four fields: "Recipient Type:" with a dropdown menu showing "None Selected", "Recipient(s):" with a "[Search]" button, "Recent Recipient(s):", and "Selected Recipient(s):". The second section, titled "Sender Information", contains two fields: "From:" and "Created by:", both with red exclamation mark icons. The third section, titled "Delivery Method", contains a "Select Method:" section with four checkboxes: "Internal Message (Message Center)" (checked), "Email (If Available)", "Text Message (If Available)", and "Text Message Notification (If Available)". Below these is a checkbox for "Use Recipient's Preferred Notification Method". At the bottom, there is a "Request Read Receipt" section with radio buttons for "Yes" and "No" (selected). A blue note at the bottom states: "You will also receive an email notification if you select Text Message or Text Message Notification".

Mass Candidate Referrals:

Allows the user to search for candidate profiles and resumés that meet the needs of employers.

1. On the left navigation panel, go to “Services for Workforce Staff” > “[Manage Labor Exchange](#)” > “[Mass Candidate Referrals](#)”.



2. From this screen, you can search for the participants you'd like to refer either by searching for resumés that are in the system or for the candidates themselves.

Refer Only Candidate(s) with Resumé(s)

If you would like to refer candidates who only have online resumés in the system, click the *Search Resumés* button in this section.

Search Resumés

Refer Candidate(s) with or without Resumé(s)

If you would like to refer candidates who might or might not have online resumés in the system, click the *Search Candidates* button in this section.

Search Candidates

Click on the “**Search Resumés**” button to search for participants by resumes. Click on the “**Search Candidates**” button to search for participants through normal means.

[\[Return to previous page \]](#)

3. Clicking the “Search Candidates” button will bring you this page, where you can enter specific criteria for the candidate you are searching for. Click the “Search” button to move to the next page.

General Criteria

Individual Username:	<input type="text"/>
Individual User ID:	<input type="text"/>
StateID Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
SSN (full number):	<input type="text"/> Example: 999999999
State Source ID:	<input type="text"/>
State Activity ID:	<input type="text"/>
Date of Birth:	<input type="text"/> (mm/dd/yyyy)
Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/> Include Alternate
Scan Card ID:	<input type="text"/>
Email Address:	<input type="text"/>
Registration IP:	<input type="text"/>
Login IP:	<input type="text"/>
Resumé Available:	<input type="text" value="None Selected"/>
Individual Registered within	<input type="text"/> days
Last Login Date:	Between <input type="text"/> Today And <input type="text"/> Today
Program Participation (Active only):	<input type="text" value="Workforce Innovation and Opportunity Act (WIOA) Program"/>
Application # (Open or closed):	<input type="text"/>

[Top | Search | Bottom]

Assigned LWIA / One Stop

LWIA/Region:	<input type="text" value="None Selected"/>
..... One Stop Location:	<input type="text" value="Select an LWIA/Region"/>

[More Search Options]

→

- The “Search Resumés” button will take you to a search screen, where the search can be refined. When finished Click “**Search**” to find participants with matching criteria.

Veteran Criteria

Veteran, TSM, or spouse of a deceased or disabled veteran: None Selected

Transitioning Service Member: None Selected

Campaign Veteran: None Selected

Disabled Veteran: None Selected

Recently Separated Veteran: None Selected

Veteran Status: None Selected

Homeless Veteran: None Selected

Military Dependent: None Selected

[Top](#) [Bottom](#)

Staff Criteria about Individual

Individual User Status: None Selected

Assigned Case Manager: None Selected
[Select Me](#)

Program Participation: None Selected
(Active only)

Registration Source: None Selected

[Reset criteria](#)

[Search](#)

Your search found 36 resumé(s) that matched your search criteria.

[?](#) For help click the question mark icon.

Results View: **Summary** | [Detailed](#)

To sort on any column, click the column title.

Name and Location	Source	Resumé Title	Resumé Status	Resumé Modified Date	Education Level	Desired Salary	Action	Select
Tommy J Casey Kern County, Los Angeles County, San Bernardino County	California Workforce Services Network	RESOURCES..... #8601 (view resumé)	Active, Online	6/13/2016 3:09:00 PM	Master's Degree	\$45.50 hourly (\$95,000 annually) or more	Details	<input type="checkbox"/>
		or #7509 (view resumé)	Active, Online	8/3/2016 1:47:00 PM	High School Diploma			
Timon T Pumba Humboldt County, Sacramento County, Sonoma County	California Workforce Services Network	Actor! #8656 (view resumé)	Active, Online	6/16/2016 1:37:00 PM	High School Diploma	\$19.25 hourly (\$40,000 annually) or more	Details	<input type="checkbox"/>
Belle Hearts Los Angeles County, Orange County	California Workforce Services Network	Admin Assistant #8580 (view resumé)	Active, Online	5/31/2016 3:28:00 PM	2 Years at College or a Technical or Vocational School	\$28.75 hourly (\$60,000 annually) or more	Details	<input type="checkbox"/>

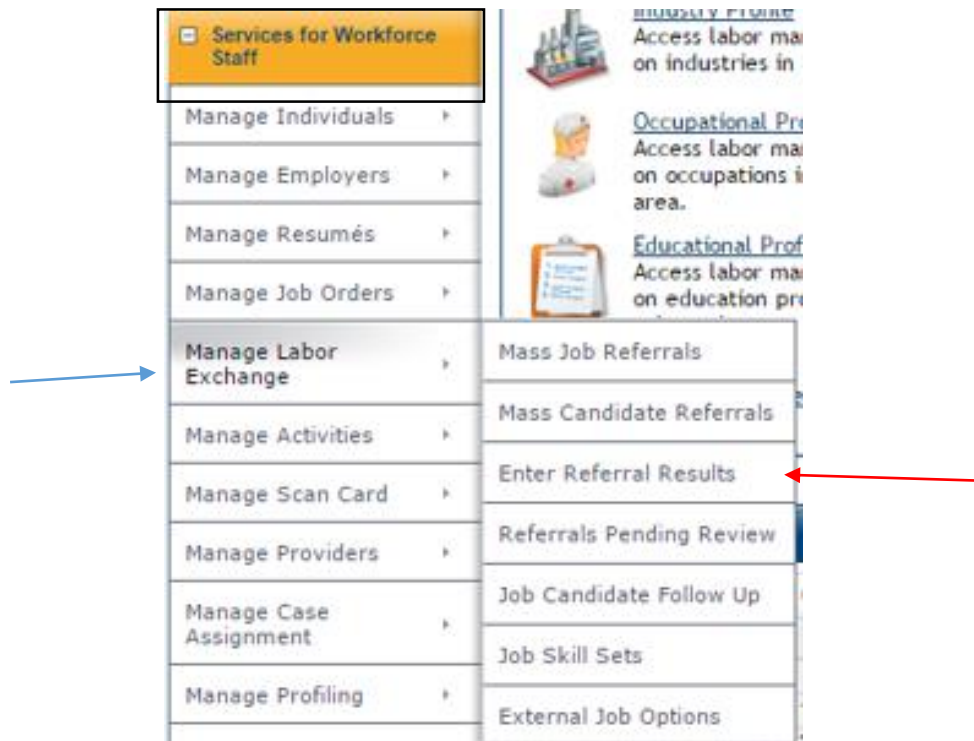
Click “View Resumé” to see the participant’s resume.

Clicking “Details” will take you to the Candidate Qualifications page where the participant’s skills are displayed.

Enter Referral Results:

Allows the user to search for jobs using filters and either saving the job for later or referring the job to a participant.

1. On the left navigation panel, go to “Services for Workforce Staff” > “[Manage Labor Exchange](#)” > “[Enter Referral Results](#)”.



2. On the following page, select all the criteria you are looking for, then click the “[Search](#)” button at the bottom.

The screenshot shows a search criteria form. The 'Residential Address' section includes fields for State (None Selected), Area Type (None Selected), Area (None Selected), LWIA/Region (None Selected), and One Stop Location (Select an LWIA/Region). The 'Case Management Criteria' section includes fields for Job Orders Review (None Selected), Job Orders Entered By (None Selected), Job Order Source (None Selected), Job Developer / Mandatory Listing (None Selected), Interstate Job Clearance (None Selected), Local Office Number (None Selected), Reason (None Selected), and Future Release Date from Hold (None Selected). A 'Search' button is at the bottom, highlighted with a purple arrow.

3. A list of available jobs will display. More information about the job can be found out by clicking the job title. By clicking under the job's On-Line Status, you can find more information about the referral.

Job Order Number	Job Title	Company	Create Date	Job Status	On-line Status	Referrals	Select
14976807	Executive Assistant 3 (7384U) Job #22064	University of California, Berkeley	8/19/2016	Veteran Hold	On-Line	0	<input type="checkbox"/>
14976806	Analyst (Job id 238978)	ROSE INTERNATIONAL	8/19/2016	Veteran Hold	On-Line	0	<input type="checkbox"/>
14976803	Research Data Analyst, CalSWEC (6256U) #22065	University of California, Berkeley	8/19/2016	Veteran Hold	On-Line	0	<input type="checkbox"/>
14976805	Applications Engineering Intern	Maxim Integrated	8/19/2016	Veteran Hold	On-Line	0	<input type="checkbox"/>
14976804	Administrative Law Group Associate	HUNTON & WILLIAMS LLP	8/19/2016	Veteran Hold	On-Line	0	<input type="checkbox"/>

4. The On-Line page displays statistics about the job and allows the user to save it by clicking the “**Save**” button.

Job Order Statistics


Job Order Number: [14976807](#)
Job Order Title: [Executive Assistant 3 \(7384U\) Job #22064](#)
On-Line Status: Veteran Hold
Employer Status: Open and available
Available Online: On-Line

Positions Available:	1	Number of Applicants Requested:	9999
Applicants Hired:	0	Actual Applications Made:	0
Positions Remaining:	1	Applicant Balance:	9999

Update Job Order Status

Employer Status: Open and available
Staff Status: Veteran Hold
Case Note: [[Add a new Case Note](#) | [Show Filter Criteria](#)]

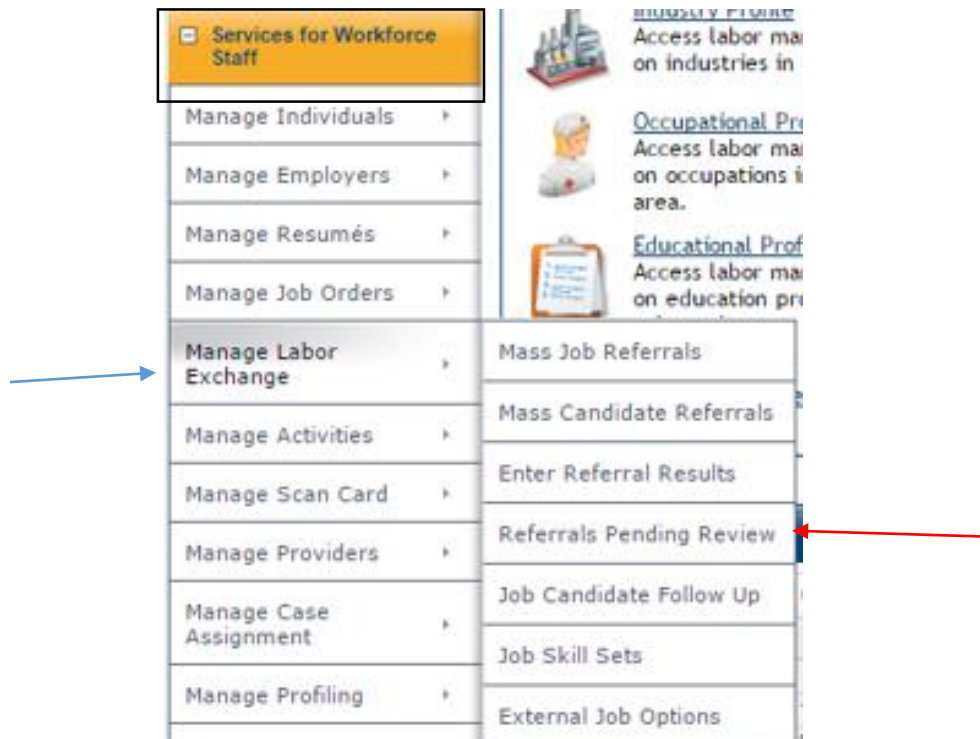
ID	Create Date	Subject	Action
No data found.			



Referrals Pending Review:

Allows the user to search for participants, employers, or jobs and view their respective referrals.

1. On the left navigation panel, go to “Services for Workforce Staff” > “[Manage Labor Exchange](#)” > “[Referrals Pending Review](#)”.



- This page can be used to narrow down the search by adding criteria for the participant, employer, and jobs that will be displayed. Click the “**Search**” button when finished.

Individual Criteria

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
SSN (full number):	<input type="text"/>
SSN (last 4 digits):	<input type="text"/>
State:	<input type="text" value="None Selected"/>
Area Type:	<input type="text"/>
Area:	<input type="text"/>
Individual is a Veteran:	<input type="text" value="None Selected"/>
Individual is a Campaign Veteran:	<input type="text" value="None Selected"/>
Individual is a Disabled Veteran:	<input type="text" value="None Selected"/>
Individual is a Recently Separated Veteran:	<input type="text" value="None Selected"/>

[\[Top | Search | Bottom \]](#)**Employer Criteria**

Employer Name:	<input type="text"/>
Employer ID Number (EIN) / Federal Tax ID:	<input type="text"/> Example: 999001111
Employer UIID:	<input type="text"/>
Site Employer ID:	<input type="text"/>

[\[Top | Search | Bottom \]](#)**Job Order Criteria**

Job Order Number:	<input type="text"/>
Job Order Numbers: (Comma delimited list.)	<input type="text"/>
Job Title:	<input type="text"/>
Job Occupation Code:	<input type="text"/> [Search for ONET code]
Screen in Person:	<input type="text" value="None Selected"/>
LWIA/Region:	<input type="text" value="None Selected"/>
One Stop Location:	<input type="text" value="Select an LWIA/Region"/>

 **Search**

3. A list of jobs and participants will compile, showing which participant is eligible for which job. Click the “Refer” link to save the job under the participant for future reference.

Job Number and Title	Status	Name	SSN	Phone	Request Date	Veteran	Job Skills Match	Meets General Requirements	Meets Specialized Requirements	Action
14963926 Shipping and Receiving Clerk	Open and available	Michael Johnson	8136	(530) 777-8326	8/10/2016 8:29:59 PM	No	0 out of 0 (0.00%)	65%	Yes	Resumé Online Application Background Refer Send Message Employer Profiles Case Notes Matches Up Not Referred Delete Questionnaire Response

Clicking the “Job Number and Title”, “Meets General Requirements”, and “Meets Specialized Requirements” fields will display more info about those criteria.

4. From the Refer Page, you can fill in the requirement information and save the referral to the clients file by clicking the “Save” button.

Staff Information

- LWA/Region: Los Angeles County Department of Community, and Se
- Office Location:
- Staff:

Referral Type

- Please make a selection below on how to notify the users involved in this referral.
 - ☐ Notification To Employer Only
 - ☐ Referral only with no notification
 - ☐ Notification To Job Seeker Only
 - ☐ Referral with notification To Employer Only
 - ☐ Notification To Both
 - ☐ Referral with notification To Job Seeker Only
 - ☐ Referral with notification To Both

Job Order(s) to Refer to

Job Title	Employer	Occupation	Location	Max Referrals	Current Referrals	Source	Action
SHEEPHERD	WESTERN RANGE ASSOCIATION	Farmworkers, Farm, Ranch, and Aquacultural Animals	Madera	10	N/A	VOS	View Remove

1 Records Found

Job Seeker(s) to be referred

Resume Title	Name	SSN	Address	City	Action
<input type="text" value="None Selected"/>	Trent M Roan	4879	613 riverside ave.	Chowchilla	View Remove

1 Records Found

Print Notification

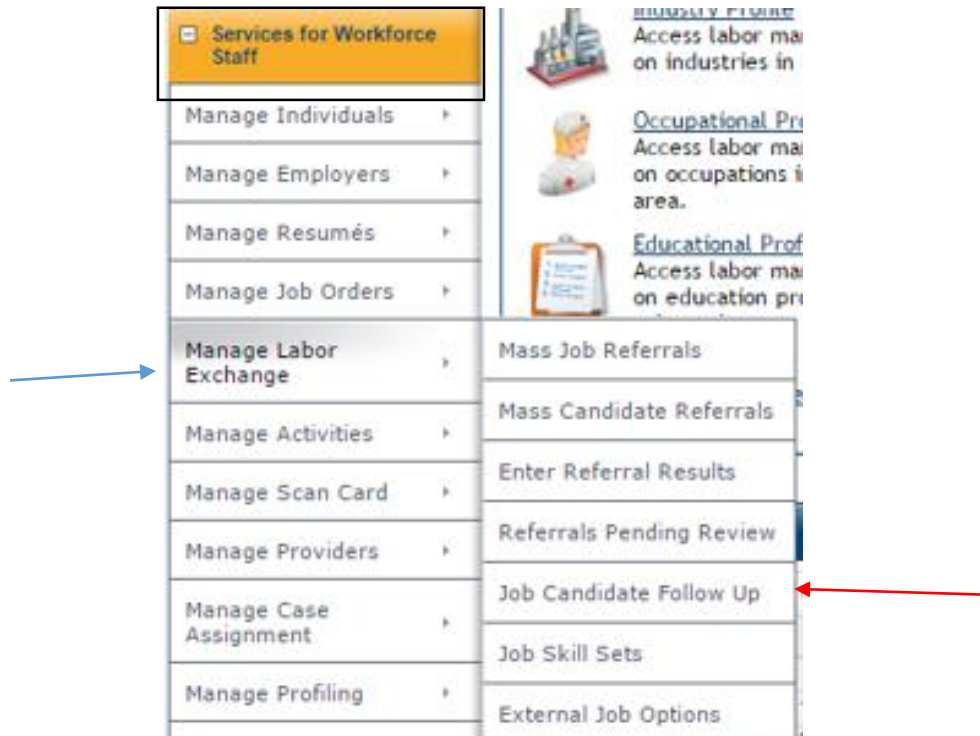
Notification to be printed:

Save

Job Candidate Follow Up:

Allows users to manage referrals that they have made for participants.

1. On the left navigation panel, go to “Services for Workforce Staff” > “[Manage Labor Exchange](#)” > “[Job Candidate Follow Up](#)”.



2. You can search for a participant by filling out the appropriate information in the Search Criteria section or check on referrals you have already created by clicking the “[Show only follow up referrals I created](#)” button. If you search using Option 1, click the “Search” button.

Option 1 - Search Criteria

LWIA / Region:	<input type="text" value="None Selected"/>
One Stop Location:	<input type="text" value="None Selected"/>
Staff:	<input type="text" value="None Selected"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Last 4 of SSN:	<input type="text"/>
Username:	<input type="text"/>

Option 2 - My Follow Ups

3. Select the appropriate participant from this list to see the referrals that have been created for them.

To sort on any column, click a column title.

SSN	First Name	Last Name	Follow Up Referrals	LWIA / Region	Staff	One Stop Center	Action
0358	William	Parham	27	City of Los Angeles	28788067	00312 LA - MCS/Hollywood (WSB)	Referrals View Delete
0648	Sandra	Avila	2	San Diego Workforce Partnership, Inc.	29679786	14600 South Metro (WSB)	Referrals View Delete
0746	Armando	Beltran	1	Imperial County Workforce Development Office	20715644	04800 Imperial County (WSB)	Referrals View Delete
0789	PETER	CONNOLLY	1	Santa Barbara County	29712031	07200 Santa Maria Work Resource C (WSB)	Referrals View Delete
0809	Jessica	Felix	1	Los Angeles County Department of Community, and Se	20565125	01000 Pacoima (WSB)	Referrals View Delete

Clicking "Referrals" will display all the referrals that have been created for the participant. Clicking "View" will show the participant's contact information. Clicking "Delete" will erase all the referrals the participant has on file.

Add Skill Set:

Allows the user to add skill sets to a participant's file making it easier to search for jobs the participant is qualified for.

1. On the left navigation panel, go to "Services for Workforce Staff" > "[Manage Labor Exchange](#)" > "[Job Skill Sets](#)".



2. Click the "[Add Skill Set](#)" button to add a skill set.

You currently have no saved skill sets.

[Add Skill Set](#)

3. Skill sets can be selected from a list by clicking on “[Analyze Skills](#)” or they can be chosen from a list of skills required for a particular occupation by clicking “[Skill Matching](#)”.

Please select a method of choosing your skills from the items listed below.



[Analyze Skills](#)

Select this option to analyze skills that best suit your position you are trying to fill.



[Skill Matching](#)

Select this option to find an occupation, display its skills, and select which skills are best suited for you and store them in your Skills folder.

4. From the “Analyze Skills” section a “[Job Skill Category](#)” can be selected to make it easier to find the skills you want.

[Job Skill Categories](#)

General Skills (0)	Computers & Mathematics (0)	Construction (0)	Education & Social Services (0)	Entertainment & Media (0)
Financial Services (0)	Agriculture & Wildlife (0)	Healthcare (0)	Legal & Protective Services (0)	Management & Office Services (0)
Science & Engineering (0)	Service & Sales (0)	Skilled Trades (0)	Transportation (0)	

5. Skills can be selected by checking the appropriate boxes next to the skill then clicking the “**Save Skills and Continue**” button.

<input type="checkbox"/>	Travel
<input type="checkbox"/>	accommodate requests of passengers
<input type="checkbox"/>	assist passengers to store luggage
<input type="checkbox"/>	develop travel itinerary
<input type="checkbox"/>	direct passengers to designated locations
<input type="checkbox"/>	estimate travel rates or expenses
<input type="checkbox"/>	identify best itinerary based on knowledge of routes
<input type="checkbox"/>	inform clients of travel restrictions
<input type="checkbox"/>	load/unload passenger luggage or cargo
<input type="checkbox"/>	obtain travel information for clients
<input type="checkbox"/>	process or prepare travel forms
<input type="checkbox"/>	provide clients with travel information
<input type="checkbox"/>	provide customers with travel assistance
<input type="checkbox"/>	provide personal services to passengers
<input type="checkbox"/>	provide travel suggestions
<input type="checkbox"/>	read travel rate schedule
<input type="checkbox"/>	use knowledge of international travel regulations
<input type="checkbox"/>	use passenger rate schedules

Please review all job skill categories (tabs) before saving.



Save Skills and Continue

6. The Skill Matching button leads to a search screen where you can search for a job and see which skills are recommended for it.

The screenshot shows a web interface for searching occupations. At the top, there are seven tabs: "Occupations by Keyword", "Occupations by Group", "Occupation Listing", "Occupations by Education Program", "Occupations by Military Specialty", "Occupations by Occupation Code", and "Occupations by License". Below the tabs, there are two checkboxes: "Display only Occupations with a Bright Outlook" and "Display Green Occupations only". A blue header bar reads "Search for an occupation by keyword(s)". Below this, a text box contains the instruction "Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)". To the left of the text box is a link with a plus icon: "Keyword Search Options". At the bottom center is a blue "Search" button.

Occupations by Keyword [Occupations by Group](#) [Occupation Listing](#) [Occupations by Education Program](#) [Occupations by Military Specialty](#) [Occupations by Occupation Code](#) [Occupations by License](#)

☐ Display only Occupations with a Bright Outlook ☐ Display Green Occupations only

Search for an occupation by keyword(s)

Type a job title or occupational keywords in the box and click the Search button. (e.g. Accountant)

[+ Keyword Search Options](#)

Search

7. You can then select from the list of jobs to see the skills that are recommended.

Click on a job title here to open the list of recommended Skills.

Search for an occupation by keyword(s)

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, related job titles, or description of each occupation.

You may click on the matched indicator in the Related Job Titles and Occupation Description columns to view the corresponding matches. To select an occupation, click on its title.

Score	Occupation	Occupation Title	Related Job Titles	Occupation Description
100%	Accountants ♦ ♦	✓	✓	
86%	Bookkeeping, Accounting, and Auditing Clerks ♦	✓	✓	✓
27%	Bill and Account Collectors ♦	✓	✓	✓
26%	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products ♦		✓	
22%	Advertising Sales Agents		✓	
22%	First-Line Supervisors of Office and Administrative Support Workers ♦		✓	
18%	Billing, Cost, and Rate Clerks ♦		✓	
18%	Insurance Sales Agents ♦		✓	
15%	Advertising and Promotions Managers		✓	✓
13%	Payroll and Timekeeping Clerks		✓	
13%	Sales Engineers		✓	
13%	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products ♦		✓	

Skills	
1. classify information according to content or purpose	✓
2. collate printed materials	✓
3. document provision of administrative services	✓
4. examine documents for completeness, accuracy, or conformance to standards	✓
5. file or retrieve paper documents and related materials	✓
6. maintain inventory of office forms	✓
7. maintain legal forms	✓
8. maintain records, reports, or files	✓
9. operate business machines	✓
10. operate duplicating equipment	✓
11. operate scanner	✓
12. organize legal information or records	✓
13. organize reference materials	✓
14. process medical records	✓
15. sort books, publications, or other items	✓
16. take messages	✓
17. use computers to enter, access or retrieve data	✓
18. use oral or written communication techniques	✓

Skill Set Description:

Save

These skills can be saved by clicking the "Continue" button. Then type in a short description for the skills and click the "Save" button.

Continue

[Choose Another Occupation](#)

8. When skills are saved they will display at the Job Skills Set page.

Use this page to manage your saved skill sets. You may add a skill set by clicking the *Add Skill Set* button. Click a *Skill Set Title* link in the table below to view its details.

#	Skill Set Title	Action
1	Accountant	Delete

Add Skill Set